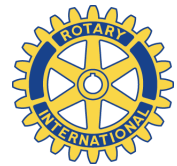


# Rotary District 5080 Youth Exchange INDEX: D5080 YE Committee Manual



<b>Part A GENERAL</b>			<b>Update responsibility: Chair/Vice-Chairs/Secretary</b>		
<u>Doc Ref #</u>	<u>Sect Ref #</u>	<u>Title</u>	<u>Master file type</u>	<u>Master source</u>	
A.00		<b>General Documents</b>	1 docx	5080	
	A.01	District 5080 YE Committee Organization Chart			
	A.02	Inbound Exchange Process (to be written)			
	A.03	Outbound Exchange Process (to be written)			
<b>Part B JOB DESCRIPTIONS</b>			<b>Update responsibility: Chair/Vice-Chairs/Secretary</b>		
<u>Doc Ref #</u>	<u>Sect Ref #</u>	<u>Title</u>	<u>Master file type</u>	<u>Master source</u>	
B.00		<b>Job Descriptions</b>	1 docx	5080	
	B.01	District Youth Exchange Committee Chair			
	B.02	Vice Chair - Long Term Exchanges			
	B.03	Vice Chair – Short Term Exchanges			
	B.04	Secretary			
	B.05	Treasurer			
	B.06	Reserved for Future Use			
	B.07	Youth Protection Officer			
	B.08	Inbound and Outbound Program Administrator			
<b>Part C VICE CHAIRS' REFERENCE DOCUMENTS</b>			<b>Update responsibility: Vice-Chairs/Secretary</b>		
<u>Doc Ref #</u>	<u>Sect Ref #</u>	<u>Title</u>	<u>Master file type</u>	<u>Master source</u>	
C.00		<b>Vice Chairs' Reference Documents</b>	1 docx	5080	
	C.01	Sample: Letter to Host District			
	C.02	Sample: First Letter to Outbound Student			
	C.03	Sample: Second Letter to Outbound Student			
	C.04	Sample: Letter to Sponsor District			
	C.05	Sample: Letter to Inbound Host Club			
	C.06	Sample: Letter to Inbound Student			
	C.07	Inbound Student Information			
	C.08	Sample: Notice to Consulates			
	C.09	Requirements for US Hosted Students			
	C.10	Reserved for Future Use			

	C.11	Reserved for future use		
	C.12	District Outbound Interview & Rating		
	C.13	Rebound Questionnaire		
	C.14	Sample: Outbound Approval Letter		
	C.15	Reserved for Future Use		
		<b>Forms</b>		
C.51	C.51	Inbound Student Agreement	docx	
C.52	C.52	Inbound Student Travel Permission	docx	
C.53	C.53	Exchange Agreement	docx	
<b>Part D COMMITTEE POLICY &amp; PROCEDURE</b>			<b>Update responsibility: Chair/Vice-Chairs/Secretary</b>	
<b><u>Doc Ref #</u></b>	<b><u>Sect Ref #</u></b>	<b><u>Title</u></b>	<b><u>Master file type</u></b>	<b><u>Master source</u></b>
D.00		<b>Committee Policy &amp; Procedure</b>	1 docx	5080
	D.01	Organization and Structure of the YEC		
	D.02	Travel and Expense Policy		
	D.03	Compliance Policy and Procedure		
	D.04	Contingency Reserve Fund		
	D.05	Document Approval Policy and Procedure		
	D.06	Document Retention Policy		
	D.07	Confidential Information Policy		
		<b>Forms</b>		
D.51	D.51	Expense Claim Form	docx	
D.52	D.52	Letter of Understanding	pdf	

<b>Key to abbreviations</b>	
Int	Interactive pdf (fillable, saveable)
RI	Rotary International
pptx	Power point presentation, Microsoft 2007 file
docx	Microsoft 2007 file with a .docx file extension

**NOTE:** Forms are listed on the Index with a Document Reference # of X.51 and higher. These form documents are separated as individual documents in order to facilitate printing and completing the forms. Many are fillable and saveable pdf forms and therefore cannot be combined with the other sections into a single document.

2017.10.23